

Position Title: Maintenance Specialist

Immediate Supervisor: Maintenance Supervisor

Summary of Duties & Responsibilities:

1. Construction and building and grounds maintenance
2. Operations duties, including routine custodial, maintenance and repair to ensure clean and safe facilities.
 - Assist in vessel moorage
 - Maintenance on equipment and vehicles
 - Repairs on docks
 - Troubleshoot electrical and plumbing problems
 - Pump vessels as needed
 - Make repairs as assigned
3. Operate Port vehicles, vessels and equipment in compliance with OSHA standards and regulations. This equipment includes, but is not limited to: forklifts, skiffs and tractor.
4. Follow safety regulations as established by Port policy.
5. Maintain daily contact with Maintenance Supervisor to ensure smooth operations of facilities
6. Must be able to work with a minimum of supervision.
7. Maintain a flexible work schedule to accommodate peak season demands, special events, severe weather conditions, etc
8. Other duties and special projects as assigned

Contacts with individuals/organizations outside the Port: Must maintain a professional relationship with:

- General public
- Sport and commercial fishermen
- Contractors and mechanics
- Law enforcement and regulatory agencies

Education, Experience and Knowledge Preferred:

High School diploma or GED, or equivalent training and work experience.

Construction Experience

Heavy equipment operations

Ability to swim

Marine and boating experience

Other:

- Knowledge of Port of Toledo rules, regulations, and procedures pertaining to general Port and harbor operations
- Physical condition compatible with job requirements
- Must have valid Oregon driver's license
- Must be able to maintain confidentiality

- Must comply with policies and procedures set forth in the Port of Toledo Personnel Manual
- Must maintain a good public relations attitude toward the general public

The above statements are intended to describe in general nature the level of work being performed by people assigned to this position. They are no to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I have read and understand the above described summary of duties, responsibilities, and expectations for the position of Maintenance Specialist.

Employee Signature

Date

Port Manager

Date